

Yeoman Reading List

The Yeoman Performance Qualifications have been revised (5-00). The *Record of Performance Qualifications* CG-3303C-23 is the official reading list for the references needed to complete every qual. This supplemental reading list breaks down those references into the applicable section(s) of each particular qual. The Service Wide Exam (SWE) is based on the quals so every question you see on a SWE is tied to a qual. Remember, as you advance, you are still required to know (and in more detail) the quals of all lower paygrades. A person taking the YN1 SWE should expect to see questions relating to quals required for YN3, YN2, and YN1, not just YN1. This reading list is just a tool, it's up to you to do the work. "Good luck is preparation meeting opportunity".

- YNC Gary Hairelson, YNSMS

Pay and Personnel

QUAL / OBJECTIVE	Reference
4.01 Counsel members on policies and procedures associated with the following:	
A. Leave	<i>Persman Chap 7/PPPM Chap 5, Sec D/Pay Man Chap 10/JFTR Chap 7 part H/Sup JFTR Chap 7</i>
B. Bonds & Allotments	<i>PPPM Chap 8/Pay Man Chap 7</i>
C. Payment Option Election (POE)	<i>PPPM Chap 6, Encl 1/Pay Man Chap 9</i>
D. Family Member Dental plan (Active/Reserve)	<i>PPPM Chap 5, Sec B,Encl 1/Pay Man Chap 6 Sec B</i>
E. Emergency Data	<i>PPPM Chap 5, Sec A/Pay Man Chap 9 & 10/Persman Chap 11 & 18</i>
F. Servicemember's Group Life Insurance Election	<i>PPPM Chap 5, Sec A/Persman Chap 18</i>
4.02 Maintain the military personnel data record (PDR):	<i>PPPM appendix D</i>
4.03 Calculate the following:	
A. Creditable Service	<i>Pay Man Chap 2/PPPM Appendix C</i>
B. Active Duty Base Date	<i>Pay Man Chap 2/PPPM Appendix C</i>
C. Pay Base Date	<i>Pay Man Chap 2/PPPM Appendix C</i>
D. Expiration of Enlistment	<i>Persman Chap 12/PPPM Appendix C</i>
E. Date of Rank	<i>Pay Man Chap 2/PPPM Appendix C</i>
F. Leave Loss	<i>Pay Man Chap 2/ Persman Chap 7</i>
G. Leave Balance	<i>Pay Man Chap 2/ Persman Chap 7/PPPM Chap 5,Sec D</i>
H. Sea Time	<i>Pay Man Chap 4/PPPM Appendix C</i>
4.04 Counsel members on policies and procedures associated with the following expiration of enlistment options:	
A. Extension of Enlistment	<i>PPPM Chap 3, Sec C/Persman Chap 1</i>
B. Reextension of Enlistment	<i>PPPM Chap 3, Sec C/Persman Chap 1</i>
C. Reenlistment	<i>PPPM Chap 3, Sec C/Persman Chap 1</i>
D. Retentions	<i>PPPM Chap 3, Sec C/Persman Chap 1</i>
4.05 Using the (LES), Determine the cause of pay and allowance variations and Counsel member:	<i>PPPM, Appendix F/Pay Man/JFTR Supplement to JFTR</i>
4.06 Maintain the integrity and security of personnel data stored in electronic or paper form from unauthorized release or disclosure:	<i>PPPM appendix D/Freedom of Information & Privacy Acts Man</i>
4.07 Counsel member on policies and Perform the procedures to resolve the following:	
A. Nonreceipt of pay	<i>PPPM, Chap 6, Sec b/Pay Man,Chap 9</i>
B. Lost or missing savings bonds	<i>PPPM, Chap 8, Sec a/Pay Man,Chap 7</i>
4.08 Counsel members on eligibility entitlements and procedures associated with the following allowances:	
A. Housing	<i>Pay Man, Chap 3, Secs C, D, E/PPPM Chap 5, Encl 1</i>
B. Subsistence	<i>Pay Man, Chap 3, Sec A &B/PPPM Chap 7 Sec B</i>
C. Family Separation	<i>Pay Man, Chap 3, Sec F/PPPM Chap 7 Sec B,Encl 1</i>
D. Cost of Living	<i>Pay Man, Chap 3, Sec M</i>

Pay and Personnel

QUAL / OBJECTIVE	Reference
5.01	Counsel members on eligibility entitlements and procedures associated with the following special pay entitlements: <ul style="list-style-type: none"> A. Career Sea Pay <i>Pay Man, Chap 4, Sec B/PPPM, Chap 5, Sec C, Appendix C</i> B. Career Sea Pay Premium <i>Pay Man, Chap 4, Sec C</i> C. Hostile Fire or Imminent Danger Pay <i>Pay Man, Chap 4, Sec H/PPPM, Chap 7, Sec A</i> D. Hardship Duty Pay for Location <i>Pay Man, Chap 4, Sec A</i> E. Special Duty Assignment Pay (SDAP) <i>Pay Man, Chap 4, Sec I/SDAP, COMDTINST M1430.1N</i>
5.02	Complete the necessary documentation for the following: <ul style="list-style-type: none"> A. Unauthorized Absence <i>Persman, Chap 8/PPPM Chap 10, Sec B</i> B. Civil Arrest/Conviction <i>Persman, Chap 8/PPPM Chap 10, Sec B/Pers Security Man Chap 2</i> C. NJP proceedings <i>Military Justice Man,, Chap 1/PPPM, Chap 10, Sec B</i>
5.03	Calculate and Counsel members on the following bonuses: <ul style="list-style-type: none"> A. Selective Reserve Enlisted Bonus <i>Selected Reserve (SELRES) Enlisted Bonus Program, COMDTINST 7220..1(series)</i> B. Active Duty Reenlistment Bonus <i>Reen Bonus Prog Admin,, CI 7220.33, Pay Man, Chap 4, Sec E</i>
5.04	Counsel member on eligibility, entitlements, and procedures for obtaining the following armed force identification cards: <ul style="list-style-type: none"> A. Active duty <i>PPPM Chap 5, Sec D, Appendix B</i> B. Dependent <i>PPPM Chap 5, Sec B, Appendix B/Persman Chap 18-C</i> C. Selective Reserve <i>PPPM Chap 5, Sec D, Appendix B</i> D. Retired <i>PPPM Chap 5, Sec D, Appendix A&B</i>
5.05	Calculate deductible time for the following: <ul style="list-style-type: none"> A. Creditable Service <i>Pay Man Chap 2/PPPM Appendix C/Persman Chap 8-C</i> B. Active Duty Base Date <i>Pay Man Chap 2/PPPM Appendix C</i> C. Pay Base Date <i>Pay Man Chap 2/PPPM Appendix C</i> D. Expiration of Enlistment <i>Pay Man Chap 12-B-11.b/PPPM Appendix C</i> E. Date of Rank <i>Pay Man Chap 2/PPPM Appendix C</i> F. Leave Loss <i>Pay Man Chap 2/ Persman Chap 7</i> G. Leave Balance <i>Pay Man Chap 2/Persman Chap 7/PPPM Chap 5,Sec D</i> H. Sea Time <i>Pay man Chap 4/PPPM Appendix C</i>
6.01	Counsel member on policies and procedures and assist in the preparation of request for humanitarian assignment: <p style="text-align: center;"><i>Persman Chap 4-B-11</i></p>
6.02	Counsel member on polices and procedures associated with the following separations: <ul style="list-style-type: none"> A. Retirement <i>Persman Chap 12-C/PPPM Chap 3-B, Appendix A/CIM 1900.4(series)</i> B. Discharge <i>Persman Chap 12-B/PPPM Chap 3-B/CIM 1900.4(series)</i> C. RELAD <i>Persman Chap 12-B/PPPM Chap 3-B/CIM 1900.4(series)</i>
6.03	Counsel and assist member in preparing request for the following: <ul style="list-style-type: none"> A. Remission of Indebtedness <i>PPPM Chap 9-B/Pay man Chap 11-G</i> B. Waiver of Indebtedness <i>PPPM Chap 9-B/Pay man Chap 11-F</i>
6.04	Counsel members on eligibility, entitlements, and procedures for the following pay entitlements: <ul style="list-style-type: none"> A. Aviation Career Incentive Pay (ACIP) <i>Pay Man Chap 5, Sec A/PPPM Chap 7, Sec A</i> B. Hazardous Duty Incentive Pay (HDIP) <i>Pay Man Chap 5, Sec B/PPPM Chap 7, Sec A</i> C. Flight Deck Hazardous Duty Incentive Pay <i>Pay Man Chap 5, Sec C/PPPM Chap 7, Sec A</i>
7.01	Counsel member and calculate annuities and premiums for the survivor benefit plan (SBP): <p style="text-align: center;"><i>Persman Chap 18-F/PPPM Appendix A</i></p>
7.02	Prepare administrative discharge recommendations: <i>Persman Chap 12-B/Reserve Policy Man Chap 4-B, 8-B</i>

Note: There are no YNCS or YNCM Pay and Personnel qualifications.

Travel and Transportation

QUAL / OBJECTIVE

Reference

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- 4.01 Determine eligibility, Calculate and Counsel members on the following PCS entitlements:
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| A. Advance Pay | <i>Pay Man Chap 9-D/PPPM Chap 6-B</i> |
| B. Advance Pay and Allowances | <i>Pay Man Chap 9-D/PPPM Chap 6-B</i> |
| C. Dislocation Allowance (DLA) | <i>PPPM Appendix E/JFTR Chap 5 Part G U5600/Sup JFTR Chap 5</i> |
| D. Temporary Lodging Expense (TLE) | <i>JFTR Chap 5 Part H U5700</i> |
| E. MALT and Per Diem | <i>JFTR Chap 5 Part H Part B U5105 & C U5205-U5210/Sup JFTR Chap 5</i> |
| F. Temporary Lodging Allowance (TLA) | <i>JFTR Chap 9 Part C U9200</i> |
- 4.02 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:
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|-------------------------|--|
| A. IDT single | <i>Reserve Policy Man Chap 2/PPPM Chap 6-D</i> |
| B. IDT multiple | <i>Reserve Policy Man Chap 2/PPPM Chap 6-D</i> |
| C. IDT Appropriate duty | <i>Reserve Policy Man Chap 2/PPPM Chap 6-D</i> |
| D. ADSW-AC | <i>Reserve Policy Man Chap 3</i> |
| E. ADSW-RC | <i>Reserve Policy Man Chap 3</i> |
| F. ADT | <i>Reserve Policy Man Chap 3</i> |
- 5.01 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:
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|---------------------|---|
| A. TEMDU/PCS | <i>PPPM Chap 2-A/Persman Chap 4 /JFTR Chap 4 & 5/Sup JFTR 4 & 5</i> |
| B. PCS | <i>PPPM Chap 2-A, Appendix E/Persman Chap 4 /JFTR Chap 5/Sup JFTR 5</i> |
| C. Class "A" school | <i>COMDINST 4600.15/Persman Chap 4</i> |
- 6.01 Counsel member on policies and procedures associated with the following:
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| A. Storage entitlements | <i>JFTR Chap 5 (U5375 Temp) (U5380 Nontemp) (U5800 POV)
Chap 4 U4770-A (TAD Temp Storage)/Pers Prop Trans Man Chap 4</i> |
| B. Self-Procured Method of Transportation | <i>JFTR Chap 5 U5320-E/ Pers Prop Trans Man Chap 13</i> |
| C. Shipment of privately owned vehicle (POV) | <i>JFTR Chap 5 Part E U5400/ Pers Prop Trans Man Chap 11</i> |
| D. Unaccompanied baggage | <i>JFTR Chap 5 U5012-D, U5320-B/ Pers Prop Trans Man Chap 1 (1007) & 2 (2005)</i> |
| E. Household goods (HHG) | <i>JFTR Chap 5 Part D U5300/ Pers Prop Trans Man</i> |

*Note: There are no YNC, YNCS, or YNCM **Travel and Transportation** qualifications.*

Administration

4.01 Prepare the following correspondence:

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|------------------------------|---|
| A. Coast Guard letter | <i>Correspond Man/SSIC/SDL/Correspond Standards</i> |
| B. Business letter | <i>Correspond Man/SSIC/SDL/Correspond Standards</i> |
| C. Rapidraft letter | <i>Correspond Man/SSIC/SDL/Correspond Standards</i> |
| D. Memorandum | <i>Correspond Man/SSIC/SDL/Correspond Standards/Directives System</i> |
| E. Separate page endorsement | <i>Correspond Man/SSIC/SDL/Correspond Standards</i> |

4.02 Maintain a directives library to include the following:

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| A. Enter changes to directives | <i>Directives System</i> |
| B. File directives | <i>Directives System/Paperwork Mgt Man</i> |
| C. Order directives | <i>DPRI/Directives System</i> |
| D. Request allowance changes | <i>DPRI/Directives System</i> |

4.03 Demonstrate the ability to touch type a five-minute timed writing of a least 20 net words per minute, with no more than one error in accordance with:

Enlisted Qualifications Manual, Chap 2-B-4

4.04 Prepare administrative remarks (cg-3307) in accordance with: COMDTINST 1000.14A (PPPM Enclosure 6)

5.01 Maintain unit correspondence files in accordance with the SSIC & Paperwork Management Manual

5.02 Prepare the following directives:

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|----------------|--------------------------------|
| A. Instruction | <i>Directives System/SSIC</i> |
| B. Notice | <i>Directives System/ SSIC</i> |

*Note: There are no YNI **Administration** qualifications.*

7.01 Counsel members and assist in the preparation of the following:

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| A. Personnel Records Review Board Request | <i>Personnel Record Review Board, COMDTINST 1070.10</i> |
| B. Board for Correction for Military Records | <i>Persman Chap 14-B-7</i> |

7.02 Apply the writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual to draft the following:

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|------------------------------------|-------------------------------|
| A. Correspondence | <i>Correspond Man, Chap 1</i> |
| B. Administrative Remarks, CG-3307 | <i>Correspond Man, Chap 1</i> |

8.01 Draft the following using writing standards (short paragraphs, topic sentences, etc.) in the CG Correspondence Manual:

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|-----------------|-----------------------|
| A. Instructions | <i>Correspond Man</i> |
| B. Notices | <i>Correspond Man</i> |

9.01 Review the YN Performance Qualifications for accuracy and applicability against current policies and procedures. Submit written recommendations for changes (if any) to the Yeoman Force Manager.